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22 October 1956

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. Recent special services rendered by FBID included:

a. A roundup for the U.S. delegation in London to the second London Conference on the Suez Canal question. This roundup was prepared in London with support from other Bureaus, and was also disseminated in Washington on the FBIS B-wire. [redacted] 50X1

b. A 300,000 word recording of the proceedings of the Eighth Chinese Party Congress was published as a three-part supplement to the FBIS Daily Report, in 1,600 copies for special distribution. [redacted] 50X1

c. Several brief typescript summaries on various subjects, provided in response to requests from OCB, including world reaction to Soviet announcements of fallout and atomic explosions, the latest Bulganin letter to President Eisenhower, and the Khrushchev - Tito exchange of visits. [redacted] 50X1

d. A summary of comment on the Atomic Energy Commission's announcements concerning Soviet detonations, prepared for the Office of Scientific Intelligence. [redacted] 50X1

e. Recordings and transcripts of speeches by Egyptian President Nasir and other Egyptian leaders of sufficient stature to speak for him, supplied to the American Embassy in Beirut. This service continues. [redacted] 50X1

2. The FBIS African survey team has conducted reception tests in Spain, the Balearic Islands, Sardinia, Sicily, Tunis, and the Gold Coast. A preliminary report indicates that reception

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of broadcasts from the overall North African target area was best in Majorca. [redacted] 50X1

3. Two anti-Nasir Arabic clandestine stations are now being monitored by FBIS, the first of which is located in France as previously reported. The second, first heard on 16 September, appears to be transmitting from Cyprus under British sponsorship. [redacted] 50X1

4. FBIS B-wire service was extended to the Atomic Energy Commission on 14 September. [redacted] 50X1

5. At the request of the State Department, the wire service to Ambassador Johnson in Geneva is continuing. [redacted] 50X1

6. In accordance with instructions from DD/I, the FBIS daily "pink sheet" was revised to improve its readability. Shorter paragraphs are used and source locations are underlined. The DD/I was reported to have approved of the new format. [redacted] 50X1

7. Measures to further the Mediterranean Bureau's capability to monitor critical developments in the Middle East to meet intelligence requirements included the arrival at the Bureau of one Arabic/Swahili monitor recruited in East Africa, and a request for a T/O increase of two Arabic monitors, presented to Management Staff. Mediterranean Bureau was authorized in the meantime to recruit against these positions within its overall foreign national T/O. [redacted] 50X1

8. The FBIS field survey in Central and South America was completed. Results indicate that Panama is the best location for a one-man Latin American post, with San Jose, Costa Rica as first alternate. The question is still under study. [redacted] 50X1

9. In connection with the Department of Justice indictment of William Powell, former publisher of the China Monthly Review in Shanghai, a consultant of the Justice Department visited FBIS and discussed possible approaches and assistance with representatives of the Radio Propaganda Branch. [redacted] 50X1

10. Okinawa Bureau reported that the Marine Corps was surveying the Bolo airfield for possible use as a Marine helicopter base. On 24 September the Chief and Chief Engineer FBIS conferred with officials at Marine Corps headquarters, and found that the Air Force, without referral to FBIS, has allocated Bolo airfield to the Marine Corps for development of air support facilities in connection with the establishment

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of a new base in Okinawa for the Third Marine Division, now located in Japan. FBIS concurred in joint tests with the Marine Corps to determine whether enough physical separation could be maintained at Bolo Point to eliminate reception interference. A letter has been sent to the Secretary of Defense by the Acting DCI setting forth FBIS requirements in Okinawa. [REDACTED]

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11. Construction: [REDACTED]

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a. The current Okinawa housing construction project is 35% complete.

b. Booth modernization at the Mediterranean Bureau is 35% complete.

12. A serious interruption of East Coast Bureau's communication, the first of major proportions since activation of the station, occurred on 18 September when electrolytic action caused the cable carrying all circuits from the Bureau to fail. Attempts to set up emergency routing were ineffective and the need for better emergency arrangements is under study by FBIS and Office of Communications. [REDACTED]

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EDITORIAL COMMENT [REDACTED]

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1. General

a. A number of incorrectly addressed administrative messages have been exchanged lately among field bureaus and Washington. FBIS Regulation FB 42-2 of 16 August 1954 sets forth the entire scheme of "FBIS Communications," and our distribution and coordination plans here are based upon the presumption that FB 42-2 will be followed.

b. The continuing appearance of incorrectly spelled proper nouns suggests that Editors and Monitors should exercise greater care, and consult Cabinet and Diplomatic Lists, other TIU publications and NIS Gazeteers. If references do not carry the name in question, the field should use the best available form, or in case of doubt, use brackets. For transliterations, reference should be made to "Transliteration Handbook," HB 50-150-1, dated January, 1954, copies of which will be sent upon request.

c. To be consistent with the theory outlined above, we shall spell the name of the ousted Egyptian leader "NAJIB" instead of "NAGIB" as has been our custom in the past.

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2. London Bureau

a. The Bureau is commended for its handling of the recent Polish Sejm session.

b. Differences between Polish Home Service and PAP in English translations cause considerable difficulty to headquarters Editors. Some of the offending translations are: "National Councils" instead of the preferred "People's Councils"; "Central Committee of the Trade Unions" instead of "Central Council of Trade Unions"; "Central Committee" or "Council of the Youth Union" instead of the "Central Board"; and various organizations such as those of journalists are called unions instead of associations.

c. Briticisms continue to crop up in London copy. Examples: "flat" for "apartment"; "railway truck" for "railway car"; "as from" for "as of"; "lorry" for "truck". Keep in mind that the British usage of "table" means to introduce to motion. U.S. usage is almost the opposite.

d. The economic abstracts from London have improved considerably in content, length, and neatness. They are almost completely free of typos and, for the most part, of the proper length -- not more than 20 lines.

3. London and Mediterranean Bureaus

The Letters of Instruction dated 15 July and 17 October 1955 and the Letter dated 9 February 1956 discussed the form for Corrections at some length. Again it is requested that every Correction sent by the field to the Washington Office be complete and correct. A complete Correction can be dealt with here speedily and without confusion. If parts are missing, delay is encountered at this end.

4. Mediterranean Bureau

a. Speeches read by an announcer should not have "(Applause)" used as in a live or recorded speech. The editor must quote the announcer as indicating that there was applause.

b. The Bureau often does not confirm figures with words, as required in the interest of transmission accuracy. Some recent errors have led to consumer queries.

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5. Okinawa and West Coast Bureaus

Coverage of the Eighth CCP Congress by the Okinawa and West Coast Bureaus was excellent. The speedy processing of good copy with minimum of delay and duplication was greatly appreciated by both wire and Daily Report Editors. Field-to-field liaison appears also to have been conducted in a very efficient manner.

6. German Bureau

The new form of the daily press review continues to be of value, but two recent changes -- the cablese style of the introductory breakdown and the belated transmission of this introduction in the basically sound desire to cover as many afternoon and out-of-town papers as possible--have created several editorial problems at this end. It is therefore suggested that the previous procedure of editorial treatment and transmission be restored.

FIELD OPERATIONS COMMENT

1. In order to prevent misunderstanding at Headquarters, field bureaus are cautioned against use of the word "jamming" in cases where a jammer is not used. The proper term for describing deliberate interference by a transmitter other than a jammer should be "intentional interference". All reports of either type of interference should contain a full description of the technique and equipment used. [redacted] 50X1

2. A review of the basic instructions for scrutiny of the Communist press at the Austrian Bureau is nearing completion and new instructions will be issued soon. In general the changes will be in the direction of reducing the workload and placing more responsibility on Austrian Bureau personnel for selection of copy. [redacted] 50X1

PROPAGANDA ANALYSIS COMMENT

1. The London Bureau's functions in support of RPB were discussed during the recent headquarters orientation of the Assistant Bureau Chief. It was decided to review the possibility of reducing the Soviet Commentary List and the Newswatch project sample. The possibility was also considered of the London Bureau preparing a daily list of broadcast Satellite press materials for the use of the Austrian Bureau. [redacted] 50X1

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ADMINISTRATION (Unclassified)

1. Although amendments are necessary in some instances, indiscriminate amendments to travel orders are discouraged. Administrative Officers requesting travel orders should do all possible to ascertain the complete requirements of the individual before transmitting requests for orders.

2. Bureaus are reminded that letter-type correspondence to Headquarters should carry a subject line.

3. From time to time, there is reason to question a travel Audit Difference Statement. Bureau Administrative Officers are advised that requests for reconsideration of disallowed travel expenses should be forwarded on a reclaim voucher stating further details and justification for the amount reclaimed. Requests by Memoranda merely delay the procedure since no payment may be made except on a reclaim voucher.

4. Beginning with the pay period ending 6 October, deductions are being withheld from Washington, D.C. residents for District Income Tax. At present, this applies only to Departmental and East Coast Bureau employees.

5. Transfer and home service temporary lodging allowances will be charged to the same allotments as applicable travel orders. The transfer portion of this charge should be automatically included on the Financial Status Report. The amount of the temporary lodging allowance will be furnished the overseas bureaus by the Department or the receiving domestic bureau.

6. Promotion Policy:

Recommendations for promotion in professional categories are the function of supervisors in headquarters and in the field. These may be initiated by any supervisors and are forwarded successively through channels to the Chief, FBIS. They are normally considered by the panels of the FBIS Career Service Board, which study the qualifications of the individuals recommended, together with those of other eligible FBIS employees, irrespective of their place of assignment. Appropriate action is then recommended to the Chief, FBIS. Vacancies involving promotions may be filled by transfer from headquarters, by inter-bureau transfer or by reassignment within the Bureau.

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7. The following issuances have not been previously reported:

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Personnel Changes

1. Transfers Within FBIS:

From:

To:

Intell. Asst.
Liaison Staff

Admin. Asst.
WCB

50X1

Editor
Editorial Br.

Editor
ECB

Chief Eng.
ECB

Chief Eng.
Med. Bur.

Chief Editor
Med. Bur.

Acting Oper. Off.
FBIS Headquarters

Editor
ECB

Editor
Editorial Br.

Chief, Eng.
Med. Bur.

Chief Eng.
ECB

Chief Monitor
Med. Bur.

Senior Ed.
London Bur.

Editor
Editorial Br.

Senior Ed.
London Bur.

2. Separations From FBIS:

From:

Prop. Anal. Off
RFB

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Teletype Sup.
WCB

Radio Oper.
ECB

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Radio Operator
WCB

50X1

Teletypist
WCB



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